

# HR Policy



**BHARATHIYAR**  
INSTITUTE OF ENGINEERING FOR WOMEN  
DEVİYAKURICHI, SALEM - 636112





# BHARATHIYAR INSTITUTE OF ENGINEERING FOR WOMEN

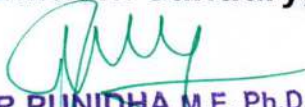
DEVIAKURICHI - 636 112, ATTUR (TK), SALEM (DT), TAMILNADU.



## HAND BOOK



First Edition: January, 2010

  
Dr. R. PUNIDHA, M.E., Ph.D.,  
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BHARATHIYAR INSTITUTE OF  
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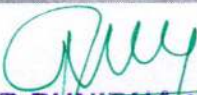
*I am very grateful on saying farewell and best wishes to our budding engineers. I extend the very best wishes to our community to all our graduates for their graduations celebrations tomorrow, their coming examinations, their future study and training and their employment prospects. I hope the coming years bring you happiness and success to the best of each of our graduates and I look forward to meet them at future reunions of their class and hearing of their life's after campus life's.*

*Mr. S. Eloyaappan  
Chairman*



*Sincerity and hard work are always the conquering principal.  
Character is not a quality but to be practiced as a way of life.  
Empower intellectually and enrich culturally.  
And keep the head straight right throughout your life, wish you all the best.*

*Dr. A. K. Ramasamy  
Secretary*

  
Dr. R. PUNDHA, M.E., Ph.D.,  
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## **Preamble**

Bharathiyar Institute of Engineering for Women was established in the year 2008 by Sri Sakthi Educational Trust. The Institution has been approved by AICTE, New Delhi and affiliated to Anna University.


## **Institution Vision and Mission**

### **Vision:**

To achieve the dream of Tamil Poet Mahakavi Bharathiyar "Kanavu Meipada Vendum", We committed to serve the State and the Nation by grooming Professionally Educated, broadly talented Women Engineering Graduates, developing innovative technologies through high quality Research and empowering Women Students to meet the challenges in the Society.

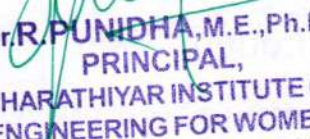
### **Mission:**

- To prepare our students by imparting knowledge with focuses on academic competence, Social skills and moral values.
- To empower our students as capable Engineers with inventiveness and truthfulness to meet the Technological challenges in their career.
- To create our students having strong bond between the Institute and Industry for Technology Updation.
- To develop our students as Intellectual leaders to emerge in their Professions.

  
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**Motto:**

Value Based Education in the Field Engineering  
to Uplift their Lives through Academic Excellence and  
Partnership in Rural Community Development.



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## UNIVERSAL RULES

### Duties (Academic)

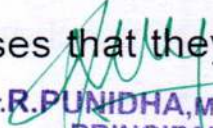
1. The Staff Member should discuss with the H.O.D the details of their Paper Allotment, Time Table etc., and give their consent. Later they should not change it at any circumstances.
2. Question Bank & Hints for the Notes should be given to the students according to the instruction given by H.O.D.
3. In each class the Team leaders, Toppers & Slow Learners should be identified and proper guidance should be given.
4. During practical hours Staff should be on rounds in the Lab and check the Students whether they are doing properly.
5. Result is very important. Performance will be assessed only based on the University Result given by them.
6. Wall Magazine for the First Unit must be prepared by concern Staff and remaining units Wall Magazine must be prepared by students that should be checked by Staff.
7. Staff Members should follow their time table very strictly. They should be punctual to the classes. No interchange of hour's without H.O.D

  
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Permission.


8. The two internal tests will be conducted those test papers should be valued and distributed to students within two days.
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10. Answer Papers should be valued within 2 days and given back to the students. The marks should be recorded in the Faculty Hand Book & Automation.
11. Staff Members should prepare notes of Lesson for the allotted paper in the scheduled time.
12. Staff should verify whether all students in class have notes.
13. Subject Staff Member is responsible for the academic result of the students in their allotted class.
14. Unnecessary adjustments should be avoided. Interchanging the class or borrowing the class, should be informed to the H.O.D.
15. Students Attendance Register should be neatly maintained and all staff Members are requested to sign the Register by that evening.
16. Staff should inform the concerned H.O.D and the Principal about the special classes that they have

  
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planned.

17. They are asked to attend the college during University Exam for verifying their particular Subject Question Paper.
18. If the staff members are in the campus, classes should not be adjusted unnecessarily. If so, it should be intimated prior to the HOD and Principal.
19. Staff members should take steps for the placement of their department students.
20. Faculty Hand Book & Automation should be updated.


  
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## General Code of Conduct

1. Staff should accompany the students on Educational Tour / Industrial Visit etc as per the instruction of the HOD & Principal.
2. Staff should show a high degree of dedication, interest and involvement in their duty.
3. Staff Members should have a positive approach towards the students and other staff.
4. Gossiping, Talking Personal Matter should be strictly avoided.
5. Staff should maintain secrecy about the matters discussed in the staff & Department Meetings.
6. Discussions regarding our college matters with other college staff members should be strictly avoided.
7. They should not make any informal announcement regarding any issues and they should not collect any fund without the prior permission from the College Secretary.
8. Staff should not allow any outsiders inside the class without the written permission from the Principal / Management.
9. Personal ideas and views regarding any matter should not be discussed with the students under any circumstances.

  
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10. They should not take part in any personal function of the student.
11. They should not have any conversation with the other staff in the classroom or veranda while classes are in progress.
12. Staff Members should not misuse their power to threaten others under any circumstances.
13. Staff Members should not use college resources without prior permission from Management and Principal.
14. If the Staff Members get the Memo that will be reflected in their service certificate.

  
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## Timings

1. Staff Members should present in the college by 9.20 A.M and they have to sign in the Register before 9.25 A.M
2. The Staff Members who are free in the first hour should be in rounds till 10 A.M
3. The Staff Members should present in their respective classrooms well in time.
4. He/She may leave the college at 4.05 P.M after signing the Attendance Register.
5. He/She may be required to stay in the college even after college hours for academic as well as extra- curricular activities as directed by their higher authority.


## Permission & C.L

1. If a Staff needs Permission, he/she should fill the prescribed form with prior approval from the H.O.D.
2. A Staff can avail 2 Permissions per month only on free hours, exceeding which will be considered as half-a- day C.L. Staff cannot avail more than one permission per day.
3. C.L should be applied well in advance.
4. 12 C.L is permitted for an academic year, exceeding which will be considered as L.O.P.

  
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## **Increments**

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st September an increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory.



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## RECRUITMENT PROCEDURE

### Recruitment & Appointment Procedure

The normal method of recruitment to any service in the teaching cadre is either exclusively by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.

1. An Expert Committee interviews will be held forth selection of staff members. If a person is selected he/she will be given appointment only when they submit their original certificates to the Principal.
2. The terms and conditions of the appointment are clearly stated in the Appointment Order.
3. If a Staff Member needs his / her original certificates for various reasons, they may forward a requisition letter to the Management along with evidence of interviewee through the Principal.
4. If the staff member wants to get relieved in the middle of the academic year he/she has to pay three months salary.

  
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## Principal

### Recruitment Procedure – Faculty

Category: Principal

Qualification/ Experience: As Per AICTE

#### Mode of Recruitment:

1. Advertisement in leading National Dailies, Indicating the post shall be made.
2. Applications received against the advertisement shall be scrutinized by a Committee and a list of eligible candidates shall be shortlisted.
3. All eligible candidates will be called for an interview.
4. There shall be a Selection Committee consisting of the following Members:
  - Chairman/ Secretary
  - One external expert. Appointing

Authority : ... Secretary

  
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## **Recruitment Procedure – Teaching (Common to All Discipline Excluding Principal)**

Advertisement will be made in leading Dailies, indicating the posts.

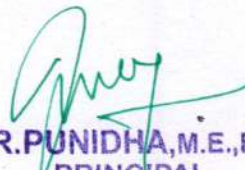
Applications received against the advertisement shall be scrutinized discipline wise and a list of eligible candidates will be prepared.

All eligible candidates will be called for the interview and interview will be conducted by the selection committee.

There shall be a Selection Committee consisting of the following Members:

1. Principal
2. One member from the Governing council
3. One external expert.
4. Director and H.O.D concerned

Interview procedure: The candidates shall be requested by the Committee to give a Technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.

  
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## Recruitment Procedure - Non-Teaching

### Staff Technical Posts

#### Categories of Post

- a. System Programmer / System Administrator
- b. Technical Assistant
- c. Skilled Assistant
- d. Office Assistant


#### Qualification and Experience

As Per AICTE

**Mode of Recruitment:** Advertisement in leading Dailies, indicating the posts shall be made.

1. Applications received against the advertisement shall be scrutinized by the HODs concerned and put up a list of eligible candidates to the Principal.
2. All eligible candidates will be called for an interview.
3. There shall be a Selection Committee consisting of the following members:
  - Secretary
  - Principal
  - Vice Principal
  - Management Representative -Member
  - Director / H.O.D concerned

Appointing Authority : Secretary

  
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## Library and Physical Education Staff Categories of Post

- a. Librarian
- b. Library Assistant
- c. Director of Physical Education
- d. Assistant Director of Physical Education
- e. Physical Training Instructor

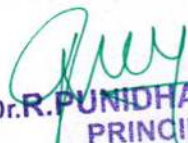
## Qualification and Experience

As Per AICTE

**Mode of Recruitment:** Advertisement shall be made in leading Dailies, indicating the posts.

1. Applications received against the advertisement shall be scrutinized by the Department concerned and a list of eligible candidates will be put up to the Principal.
2. All eligible candidates will be called for an interview.
3. There shall be a Selection Committee consisting of the following members:
  - Secretary
  - Advisor
  - Principal
  - Management Representative -Member
  - Concerned Director / H.O.D

Appointing Authority : Secretary

  
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## **Administrative Posts**


### **Categories of Post**

- a. Office Manager
- b. Office Superintendent
- c. Senior Assistant / Personal Secretary to Principal
- d. Junior Assistant
- e. Office Assistant
- f. Driver

**Mode of Recruitment :**Advertisement shall made in leading Dailies, indicating the posts.

1. Applications received against the advertisement shall be scrutinized by the HODs concerned and a list of eligible candidates will be put up to the Principal.
2. All eligible candidates will be called for an interview.
3. There shall be a Selection Committee consisting of the following Members:
  - Chairman
  - Secretary
  - Advisor
  - Principal
  - Management Representative -Member
  - Director / H.O.D concerned

Appointing Authority :Secretary

  
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## PROMOTIONAL PROCEDURE


### Screening Committee

A Screening Committee will be constituted with the following Members

1. Chairman
2. Secretary
3. Principal
4. Vice Principal
5. Director and H.O.D concerned

### Selection Procedure for Promotion

The Governing council will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The approved candidates shall be promoted.

  
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## Policy for faculty and staff training

The annual budget sanctioned for training and development of faculty and staff including TA, DA, Registration fee as below-

S.NO	DESIGNATION	SANCTIONED AMOUNT
Teaching Staff		
1	Professor	20,000
2	Associate Professor	15,000
3	Assistant Professor	10,000
Non Teaching Staff		
4	Technical Staff	5,000
5	Administrative Staff	5,000
6	Supporting Staff	3,000

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- In case of budget amount exceeded, management will take the decision for additional sanction.
- For International conference, workshop and Internship Separate Policy is formulated.

  
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You remind me of that butterfly  
Loving and free,  
Bright and colorful,  
For the world to see...  
We will share sunshine and rainbows;  
Sometimes, the rain and snow;  
We'll stand together if,  
When the time is right,  
We won't stop to ask "Why?"  
Our friendship will take flight  
On the wings of a butterfly...

## **BHARATHIYAR INSTITUTE OF ENGINEERING FOR WOMEN**

**DEVIYAKURICHI - 636 112, ATTUR (TK), SALEM (DT), TAMILNADU.**

**Ph: 04282-230199, Fax: 04282 - 230399**

**Website: [www.biew.ac.in](http://www.biew.ac.in) , Email: [biewdvk@gmail.com](mailto:biewdvk@gmail.com)**



THALAIIVASAL (TK), SALEM (DT)  
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ENGINEERING FOR WOMEN

*[Signature]*  
**Dr. R. PUNIDHA, M.E., Ph.D.,**  
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# BHARATHIYAR INSTITUTE OF ENGINEERING FOR WOMEN

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Website: [www.biew.ac.in](http://www.biew.ac.in) , E-mail: [biewdvk@gmail.com](mailto:biewdvk@gmail.com)




Hand Book - 2

  
**BIEW**  
**BHARATHIYAR ENGINEERING**

*Learn Today...*

*Lead Tomorrow...*

  
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Second Edition: January, 2022



## Preamble

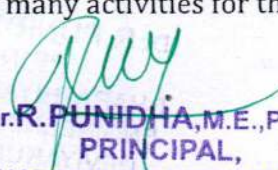
Bharathiyar Institute of Engineering for Women was established in the year 2008 by Sri Sakthi Educational Trust. The Institution has been approved by AICTE, New Delhi and affiliated to Anna University, Chennai. The aim of the institute is to impart high quality technical education to the rural girls and to promote their living standards. It has the state-of-art laboratories, an excellent library and the best computing facilities besides well qualified and experienced faculties. The institution is currently offering Four UG disciplines (Artificial Intelligence & Data Science, CSE, EEE & ECE) & Two PG disciplines (Communication Systems and Computer Science & Engineering) in Eng., discipline.

We got 25 Anna University Ranks holders including one gold medal in both the UG & PG Discipline, Our Students from all the Departments got placed in the top Companies including Infosys, TCS, Wipro, Capgemini, We have achieved 100% of placements till the academic year 2021-2022.

Our college graduate received prize from our honourable chief minister Mr. M. K. Stalin in State level Speech Competition, Our III- Year Student received an Eminent Engineer Award 2022. Our Students have won Prizes in Other college Technical Symposiums & Workshops.

We have Successfully Conducting the "Project EXPO" on Engineer's Day Every year on the remembrance of Sir. M. Visvesvaraya's Birthday. On that Expo Our Students abide the knowledge & implemented more than 100 Projects.

We have Conducted International Conference, 5 Days Faculty Development Program, Seven Days Special Camp in Eklavya School through NSS unit, Various Clubs like, YRC, RRC and Citizen Consumer Clubs are regularly conducting many activities for their self

  
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improvement and for social welfare.


Our Institution trust have provided the Bharathiyar Merit Scholarship of around ONE CRORE Rupees as Tuition fees, Hostel fees and other benefits for the Students.

Aspiring for growth and development in the field of education, should have a clear vision of its policies and procedures for the furtherance and fruition of its activities. Not with standing good infrastructure in terms of buildings, laboratories, staff and amenities, over-all academic achievement will be painfully low if the procedures, duties, responsibilities and target of every member of teaching faculties and Non teaching faculties are not clearly defined and strictly adhere to.

Individuals can put in their best efforts and direct their energies to the total fulfillment of their tasks, only if their duties and responsibilities are clearly known to them. Efficient functioning, achieving the targets, building individual profiles, avoidance of confusion and creation of good rapport with colleagues are possible only if the individuals are fully aware of the procedures and policies.

With this perspective in view, comprehensive, Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the head of the institution and the management.

It is hoped that strict observance of these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost- effective quality technical education of an exceptionally high standard, for molding the personalities of future Professionals.

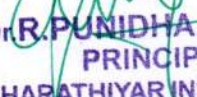
  
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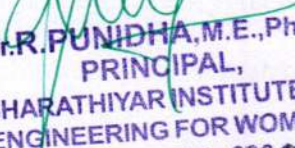
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17. They are asked to attend the college during University Exam for verifying their particular Subject Question Paper.
18. If the staff members are in the campus, classes should not be adjusted unnecessarily. If so, it should be intimated prior to the HOD and Principal.
19. Staff members should take steps for the placement of their department students.
20. Faculty Hand Book & Automation should be updated.

  
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## General Code of Conduct

1. Staff should accompany the students on Educational Tour / Industrial Visit etc as per the instruction of the HOD & Principal.
2. Staff should show a high degree of dedication, interest and involvement in their duty.
3. Staff Members should have a positive approach towards the students and other staff.
4. Gossiping, Talking Personal Matter should be strictly avoided.
5. Staff should maintain secrecy about the matters discussed in the staff & Department Meetings.
6. Discussions regarding our college matters with other college staff members should be strictly avoided.
7. They should not make any informal announcement regarding any issues and they should not collect any fund without the prior permission from the College Secretary.
8. Staff should not allow any outsiders inside the class without the written permission from the Principal / Management.
9. Personal ideas and views regarding any matter should not be discussed with the students under any circumstances.
10. They should not take part in any personal function of the student.
11. They should not have any conversation with the other staff in the classroom or veranda while classes are in progress.
12. Staff Members should not misuse their power to threaten others under any circumstances.

  
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13. Staff Members should not use college resources without prior permission from Management and Principal.
14. If the Staff Members get the Memo that will be reflected in their service certificate.

## **Timings**

1. Staff Members should present in the college by 9.20 A.M and they have to sign in the Register before 9.25A.M
2. The Staff Members who are free in the first hour should be in rounds till 10 A.M
3. The Staff Members should present in their respective classrooms well in time.
4. He/She may leave the college at 4.05 P.M after signing the Attendance Register.
5. He/She may be required to stay in the college even after college hours for academic as well as extra- curricular activities as directed by their higher authority.

## **Permission & C.L**

1. If a Staff needs Permission, he/she should fill the prescribed form with prior approval from the H.O.D.
2. A Staff can avail 2 Permissions per month only on free hours, exceeding which will be considered as half-a-day C.L. Staff cannot avail more than one permission per day.
3. C.L should be applied well in advance.

  
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4. 12 C.L is permitted for an academic year, exceeding which will be considered as L.O.P.

## **Increments**

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1<sup>st</sup> September an increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory.



*[Handwritten Signature]*  
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# RECRUITMENT PROCEDURE

## Recruitment & Appointment Procedure

The normal method of recruitment to any service in the teaching cadre is either exclusively by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.

1. An Expert Committee interviews will be held forth selection of staff members. If a person is selected he/she will be given appointment only when they submit their original certificates to the Principal.
2. The terms and conditions of the appointment are clearly stated in the Appointment Order.
3. If a Staff Member needs his / her original certificates for various reasons, they may forward a requisition letter to the Management along with evidence of interviewee through the Principal.
4. If the staff member wants to get relieved in the middle of the academic year he/she has to pay three months salary.

## Principal


### Recruitment Procedure - Faculty

Category: Principal

Qualification/ Experience: As Per AICTE

### Mode of Recruitment:

1. Advertisement in leading National Dailies, Indicating the post shall be made.

  
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2. Applications received against the advertisement shall be scrutinized by a Committee and a list of eligible candidates shall be shortlisted.
3. All eligible candidates will be called for an interview.
4. There shall be a Selection Committee consisting of the following Members:
  - Chairman/ Secretary
  - One external expert. Appointing Authority :  
Secretary

## **Recruitment Procedure - Teaching (Common to All Discipline Excluding Principal)**

Advertisement will be made in leading Dailies, indicating the posts.


Applications received against the advertisement shall be scrutinized discipline wise and a list of eligible candidates will be prepared.

All eligible candidates will be called for the interview and interview will be conducted by the selection committee.

There shall be a Selection Committee consisting of the following Members:

1. Principal
2. One member from the Governing council
3. One external expert.
4. Director and H.O.D concerned

Interview procedure: The candidates shall be requested by the Committee to give a Technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their technical knowledge. The Committee shall prepare a panel of selected candidates in the order of merit.

  
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# Recruitment Procedure - Non-Teaching Staff

## Technical Posts

### Categories of Post

- a. System Programmer / System Administrator
- b. Technical Assistant
- c. Skilled Assistant
- d. Office Assistant

## Qualification and Experience

As Per AICTE

### Mode of Recruitment:

Advertisement in leading Dailies, indicating the posts shall be made.

1. Applications received against the advertisement shall be scrutinized by the HODs concerned and put up a list of eligible candidates to the Principal.
2. All eligible candidates will be called for an interview.
3. There shall be a Selection Committee consisting of the following members:
  - Secretary
  - Principal
  - Vice Principal
  - Management Representative -Member
  - Director / H.O.D concernedAppointing

Authority : Secretary

  
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## Library and Physical Education Staff

### Categories of Post

- a. Librarian
- b. Library Assistant
- c. Director of Physical Education
- d. Assistant Director of Physical Education
- e. Physical Training Instructor


## Qualification and Experience

As Per AICTE

**Mode of Recruitment:** Advertisement shall be made in leading Dailies, indicating the posts.

1. Applications received against the advertisement shall be scrutinized by the Department concerned and a list of eligible candidates will be put up to the Principal.
2. All eligible candidates will be called for an interview.
3. There shall be a Selection Committee consisting of the following members:
  - Secretary
  - Advisor
  - Principal
  - Management Representative -Member
  - Concerned Director / H.O.D Appointing

Authority : Secretary

  
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## Administrative Posts

### Categories of Post

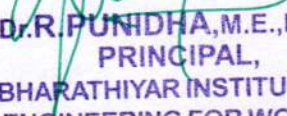
- a. Office Manager
- b. Office Superintendent
- c. Senior Assistant / Personal Secretary to Principal
- d. Junior Assistant
- e. Office Assistant
- f. Driver

### Mode of Recruitment :

Advertisement shall made inleading Dailies, indicating the posts.

1. Applications received against the advertisement shall be scrutinized by the HODs concerned and a list of eligible-candidates will be put up to the Principal.
2. All eligible candidates will be called for an interview.
3. There shall be a Selection Committee consisting of the following Members:
  - Chairman
  - Secretary
  - Advisor
  - Principal
  - Management Representative -Member
  - Director / H.O.D concerned Appointing Authority

:Secretary

  
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# PROMOTIONAL PROCEDURE

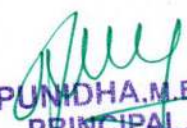
## Screening Committee

A Screening Committee will be constituted with the following Members

1. Chairman
2. Secretary
3. Principal
4. Vice Principal
5. Director and H.O.D concerned

## Selection Procedure for Promotion

The Governing council will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The approved candidates shall be promoted.

  
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## Policy for faculty and staff training

The annual budget sanctioned for training and development of faculty and staff including TA, DA, Registration fee as below-

S.NO	DESIGNATION	SANCTIONED AMOUNT
Teaching Staff		
1	Professor	20,000
2	Associate Professor	15,000
3	Assistant Professor	10,000
Non Teaching Staff		
4	Non Teaching	5,000
5	Administrative Staff	5,000
6	Supporting Staff	3,000

- In case of budget amount exceeded, management will take the decision for additional sanction.
- For International conference, workshop and Internship Separate Policy is formulated.

  
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